

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



August 23, 1979

ALL-COUNTY LETTER NO. 79-55

• TO: ALL COUNTY WELFARE DIRECTORS  
SOCIAL SERVICES WORKER TIME STUDY CONTACT PERSONS

SUBJECT: COUNTY SUMMARY REPORTS OF THE SOCIAL SERVICES  
WORKER TIME SHEET (Form SOC 241)

REFERENCE:

The social worker one-day time study (Form SOC 241) used by the Department of Social Services to prepare the DHEW Social Services Reporting Requirements (SSRR) report has been summarized into a county-by-county format and is available for use by the counties. This computer summary has been programmed at the request of the CWDA Research and Statistics Committee.

With a copy of this Notice, a contact person in your county will be receiving the SOC 241 computerized summaries for the four quarters and an annual report of the State Fiscal Year 1978-79. This annual summation may be of assistance to some counties in the preparation of the 1979-80 Comprehensive Annual Services Program Plan (CASP). A word of caution must be given when using this data; the one-day time study was not designed to produce statistically valid data by county and the validity will vary according to the number of social workers participating.

Along with the four quarterly and annual computer summaries, the contact person is receiving an explanation of how to read the computer print-outs. One of the quarterly summaries (September 1978) being sent has handwritten references to the explanation which should be a further aid in understanding the print-outs. The CWDA Research and Statistics Committee reviewed the summaries and explanations in their monthly meeting held on May 9, 1979. If the county contact person does not receive a print-out for the July-September 1979 quarter, it might be in the possession of the county's Research and Statistics Committee member. As your contact person is being sent the only copy of the computer print-out, no extra copies of the print-out are available from this Department.

The names of the county contact persons to whom the computer summaries and explanation are being sent are provided on the attached list.

If you need further information regarding any of these materials, please contact Patti Springsteen or Sam Lewis at (916) 322-5462 or ATSS 492-5462.

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. E. Reich', written over the printed name.

R. E. REICH  
Deputy Director  
Administration Division

Attachment

cc: CWDA

COUNTY SPECIFIC TIME STUDY DATA  
FOR SOCIAL SERVICES

General Description

The attached computer printout contains unique time study data for your county. The figures were obtained from the one-day social worker time sheets (SOC 241) submitted by your staff over the last 12 month period. This information can be used for several purposes including the resource allocation process for the Title XX Comprehensive Annual Services Program (CASP) Plan.

The different sections of the printout have been hand coded to assist you in your understanding and proper use of the data. The coded sections are as follows:

Period Covered (1)

On the first page of each county report there will be a handwritten date and symbol designating the last month of the period and the type of period the report covers. These symbols are as follows:

Q = Quarterly

A = Accumulated Annual

EXAMPLE: 12/78 Q = Quarterly report for October-December 1978

6/79 A = Accumulated Annual report for July 1978 - June 1979

Page (2)

This is a three digit designation code unique to each computer run for each type of report. These digits will appear as 001 through 058. They are not the normal county identifier codes and should not be used as such.

Page and Report Numbers (3)

On each page of the report there is a PAGE number (i.e., pages 1A, 1B, 2A, 2B, etc.) and a REPORT number (01, 02, 03, etc.) in the upper right hand corner. PAGE is a table identifier code (also see Note (6)). REPORT is your county identifier code. You should always check this code to make sure you received the correct report.

Document Control Numbers (4a) through (4f)

On the cover page of the report are column headings which are as follows: CHS TOTALS, BATCH NUMBER, LINE COUNT and PROGRAM TOTALS, LINE COUNT and DOCUMENT. An explanation of each of these will follow:

(4a) CHS TOTALS - CHS stands for Center for Health Statistics which was an agency within the old Department of Health. The two columns listed below this heading are used by the Statistical Services Bureau for document control.

- ④b BATCH NUMBER - These are the assigned batch numbers used to submit the time study documents to data processing.
- ④c LINE COUNT - This column is the total number of lines completed for the total documents within each batch.
- ④d PROGRAM TOTALS - The two columns below are computer generated counts used to determine whether or not all of the data was entered into the system.
- ④e LINE COUNT - This is a computer tally of line counts compared with ④c for edit purposes.
- ④f DOCUMENT - This is a computer tally of the documents processed by the computer and compared to a manual count made within the Statistical Services Bureau.

### Total Hours Reported ⑤

In the upper left-hand corner of each of the eight pages is a DATE, PROGRAM NUMBER, and TOTAL HOURS REPORTED. The DATE is the day the computer actually produced the report. The PROGRAM number is used to identify the computer program within the Department of Social Services. The TOTAL HOURS REPORTED figure includes the summed hours as reported for Title XX, Title IV-B, and Title IV-C. Excluded from this total is time reported for Information and Referral, Appraisals, as well as any time with erroneous codes or that is otherwise unidentifiable.

### Table Titles ⑥

There are four different tables of ELIGIBILITY CATEGORY BY SERVICE data within this report. These tables are contained on two pages each: e.g., Table 1 is on pages 1A and 1B, Table 2 is on pages 2A and 2B, etc.

#### ⑥a TABLE 1 - HOURL TOTALS

This table shows the total raw hours as reported by the county for each Title IV and XX Service by the appropriate eligibility, funding or reporting category.

#### ⑥b TABLE 2 - COLUMN RATIOS

This table shows column ratios of time by Reporting/Funding/Eligibility category.

#### ⑥c TABLE 3 - ROW RATIOS

This table shows row ratios of time by Service.

#### ⑥d TABLE 4 - RATIOS TO TITLE XX, IV-C & IV-B BY SERVICE

This table gives ratios by program; i.e., Title XX service hours divided by total Title XX hours; Title IV-C service hours divided by total Title IV-C hours; and Title IV-B service hours divided by total Title IV-B hours.

### Service Codes

#### Code "00" (7)

This code represents erroneous hours reported to the system. These hours would include services reported under inappropriate Reporting/Funding/Eligibility categories and hours reported to Reporting/Funding/Eligibility categories with no designation of service delivery.

#### Code "01" (8)

This code stands for information and Referral Service and is not included in the TOTAL HOURS. As there are no eligibility requirements for Information and Referral, this time cannot be totaled with the other service hours. It is time reported to Reporting/Funding/Eligibility code "0" on the SOC 241.

#### Code "30" (9)

This code covers the hours reported to the delivery of Title IV-C WIN Appraisals. These hours are also not included in the TOTAL HOURS.

### Footnotes

At the bottom of each page/table you will see three footnotes. A brief explanation of each is as follows:

#### Service Code Definitions (10a)

To convert the service codes into service names, refer to the Social Services Worker Time Sheet, Form SOC 241 or see the list of Title XX, IV-C and IV-B services listed below.

#### Cell Totals (10b)

This is a reminder that codes 00, 01, and 30, are excluded from the computations within this report. Refer to Items 7, 8, and 9 of this attachment for further explanation of these codes.

#### Validity of Data - Warning (10c)

This is a notice to the users of these tables that the data from the smaller counties may not represent actual service delivery time/activity. This is due to the relatively small time base (one day per quarter) on which this study is conducted.

### List of Services

The following is a list of services, with their related codes, for which time is reported on the Social Services Worker Time Sheet, Form SOC 241.

## TITLE XX SERVICES

Mandated Services

- 01 Information and Referral  
(Reporting Code "0" ONLY)
- 02 Protective Services for Children
- 03 Protective Services for Adults
- 04 Out-of-Home Care Services  
for Children
- 05 Out-of-Home Care Services  
for Adults
- 06 Child Day Care Services
- 07 Health-Related Services
- 08 Family Planning
- 09 In-Home Supportive Services
- 10 Employment-Related Services

Optional Services

- 11 Special Care for Children  
in Their Own Homes
- 12 Home Management and Other  
Functional Educational Services
- 13 Employment/Education/Training
- 14 Services to Children  
with Special Problems
- 15 Services to Alleviate or  
Prevent Family Problems
- 16 Sustenance
- 17 Housing Referral Services
- 18 Legal Referral Services
- 19 Diagnostic Treatment  
Services for Children
- 20 Special Services for the Blind
- 21 Special Services for Adults
- 22 Services for Disabled Individuals
- 23 Services to County Jail Inmates
- 24 Family Protection and  
Reunification

Title IV-C AFDC WIN 90/10Services and Appraisals

- 25 Child Day Care Services
- 26 Family Planning Services
- 27 Counseling Services
- 28 Employment-Related Medical and  
Remedial Care and Health-  
Related Services
- 29 Selected Vocational Rehabilitation  
Services
- 30 Appraisals

Title IV-B CWS Services

- 31 Evening/Night/Weekend Duty of  
CPS Workers
- 32 Temporary in-Home Caretakers
- 33 Respite Day Care
- 34 Homemaker and Parenting Services
- 35 Specialized Needs
- 36 Return of Out-of-State Runaways
- 37 Other Child Welfare Services

## TIME STUDY CONTACTS

County	Contact person	County	Contact person
Alameda	Dave Williams	Placer	Ray Merz
Alpine	Mina Wood	Plumas	Darlene Lyons
Amador	Charlotte Martin	Riverside	Dave Demers
Butte	Margaret Mitchell	Sacramento	Jan Gibson
Calaveras	John Hilderbrant	San Benito	Joseph Brent
Colusa	Corky Scaggs	San Bernardino	Francis Schiller
Contra Costa	Herb Putnam	San Diego	Arnold Zimmermann
Del Norte	Adele Sandry	San Francisco	Lorraine Burton
El Dorado	Barbara Booth	San Joaquin	Lois Hansen
Fresno	Paul Lashbrook	San Luis Obispo	Floyd Cummings
Glenn	Annette Nelson	San Mateo	Georgianna Butts
Humboldt	Robert Moses	Santa Barbara	Connie Limon
Imperial	Joe Picazo	Santa Clara	Charles Allen
Inyo	Zona Moxley	Santa Cruz	Janet Connell
Kern	Rose Crow	Shasta	Grace Reed
Kings	Gerry McPherson	Sierra	Connie Bennett
Lake	Alicia Burdick	Siskiyou	Jane Cotton
Lassen	Mike Rasche	Solano	Mary Lou Bell
Los Angeles	George Kato	Sonoma	Patricia Morris
Madera	Doris Michaux	Stanislaus	Gerry Ceviness
Marin	Annie Jamason	Sutter	Lamartha Emerson
Mariposa	Cecilia Wray	Tehama	Pat Kyler
Mendocino	Steve Proctor	Trinity	Susan Avila
Merced	John Cullen	Tulare	Barbara Woodard
Modoc	Joan English	Tuolumne	Kent Skellenger
Mono	Sue Boushard	Ventura	Robert Buck
Monterey	Fred Nohr	Yolo	Ellen Jenness
Napa	Lynn Perez	Yuba	Frank McDonald
Nevada	Virginia Griffing		
Orange	Marilyn LeBas		